

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH PARENTING TIME ("Visitation") WHEN PATERNITY AND CUSTODY HAVE ALREADY BEEN ESTABLISHED

STEP 1: Make **2** copies of the following documents after you have filled them out:

- *"Summons"*
- *"Order and Notice for the Parent Information Program"*
- *"Petition to Establish First Court Order for Parenting Time"*

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - <u>ORIGINALS</u> FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>	SET 2 - <u>COPIES</u> FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>
SET 3 - <u>COPIES</u> FOR YOU: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition to Establish First Court Order for Parenting Time"</i>• <i>"Order and Notice for Parent Information Program"</i>	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

or Clerk of the Superior Court
Northeast Court Facility
18380 North 40th Street
Phoenix, Arizona 85032

Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

or Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

FEES: There is a filing fee and service fees for all Petitions. If you think you may be entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with cash, check or a money order for the filing fee of **\$231.00**.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- ✓ Your Set of Copies
- ✓ The Other Party's Set of Copies

STEP 4: **SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

STEP 5: **WAIT.** Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a **RESPONSE** to tell the Court that he or she disagrees with your facts, or objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If **NO RESPONSE** is filed, you must file papers to tell the Court the other party **DEFAULTED** - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.